

# STUDENT GUIDE

## Professional Programs

(Master of Professional Education & Doctor of Education)

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## PROFESSIONAL PROGRAMS

### IMPORTANT INFORMATION FOR GRADUATE STUDENTS

Please keep this document on-hand, as it contains useful information about

- Identity, email, and student services websites
- Tuition, health insurance, and contact information
- Programs and courses
- Transcripts, letters, and records
- Other student services
- Staying in touch/connecting with Western
- Off- and on-campus student services information

If you have consulted this document but still require more information, please contact the Graduate Programs Office by telephone at 519-661-2099 or by email at [graded@uwo.ca](mailto:graded@uwo.ca).

### IDENTITY, EMAIL, & STUDENT SERVICES WEBSITES

#### WESTERN IDENTITY (COMPUTER/EMAIL ACCOUNT)

It is every student's responsibility to activate and use his/her Western email account; it is university-wide policy to ONLY use Western email accounts to communicate with students, and we cannot be held responsible if you miss information due to not reading your email or your inbox being full.

To activate your Western Identity account, go to [www.uwo.ca/its](http://www.uwo.ca/its). Click on "Email" and then "Account Activation." Students will need their student number and Access Code, which appears on the SGPS formal offer of admission.

Mail can be checked online at <http://ads.uwo.ca>. Western's Information and Technical Services (ITS) provides an email Forwarding Service at [https://wts.uwo.ca/office\\_365/email/email.html](https://wts.uwo.ca/office_365/email/email.html) for those who wish to forward their Western email to another email account. Please note that some school board email systems treat Western email like SPAM.

Therefore, it is recommended that you use your Western student email account and check it regularly, even if you forward mail. Contact ITS on main campus for technical assistance for your Western email account: <http://www.uwo.ca/its/helpdesk/> or 519-661-3800.

#### ACCESS CODE

If you don't know your ACCESS CODE, go to

<https://studentservices.uwo.ca/secure/PIN/GetPinInfo.cfm> with your student ID number, SIN, and date of birth. Your Access Code is also printed on your formal offer of admission (sent to you from SGPS). If any info is missing from your file and you are unable to access your Access Code, please call 519-661-2100.

### **WESTERN ONECARD (STUDENT ID CARD)**

Your Western ONECard is more than just a Photo ID Card. The Western ONECard functions as a [library card](#).

There are two ways to obtain the Western ONECard:

1. Online Service. The photo upload service for the Western ONECard is available through [Student Services](#) to students who will be attending Western for the first time. Photos uploaded must follow the Western ONECard Photo Standards as stated within the service. If you do not wish to use the upload service, you may have your photo taken at Western's Student Central.
  - a. After you have arranged a photo upload, contact Student Central directly at [contact@uwo.ca](mailto:contact@uwo.ca) to have your card mailed to your primary address. To have your Western ONECard mailed to your primary address, you are required to send Student Center a copied piece of Government issued photo identification.
2. In person. Visit Student Central in the Western Student Services Building (Room 1120). **Please have your student/staff ID number and one piece of photo identification**, such as a Driver's license, Citizenship card, Passport, Other government-issued photo ID.

### **STUDENT CENTRE AND GRAD PORTAL**

**Student Centre** (<https://student.uwo.ca>): Login using your Western Identity credentials. Use the Student Center to view and/or update your personal information, grades, unofficial transcript, fees account, tax receipts, and class schedule (time & location of classes does not appear in the Student Centre, see the "Timetables & Calendars" web page). You may also order transcripts online on this site. Note that The Add/Drop function does not apply to education graduate students.

**Graduate Student Services Portal** (<https://grad.uwo.ca/student/index.cfm>): Login using your Western Identity credentials. Use this portal to apply for a Leave of Absence or to indicate a Change of Status.

### **OWL SAKAI**

Unless otherwise stated, Western's Learning Management System, OWL, is the platform on which Western hosts the majority of its online and blended courses. To login to Sakai you will

use your Western Computer Account login (same as your Western email account, ex. jsmith). Your courses will not appear until the first day of the term. For assistance, contact the ITS Support Centre at 519-661-3800.

Online Courses: Log into OWL ([www.owl.uwo.ca](http://www.owl.uwo.ca)). For more information about using OWL, visit the OWL Documentation Wiki: <https://owl.uwo.ca/portal/site/owldocs>

Onsite Courses: Your instructor may choose to supplement his/her regular classroom environment with blended course instruction.

## TUITION, HEALTH INSURANCE, & CONTACT INFORMATION

### TUITION FEES

New students will be required to pay an acceptance deposit by **June 1** or upon acceptance to the program if accepted after that time. The deposit confirms enrollment in the program.

Fees are set by the University and approved by Senate for fall/winter and separately for summer. Once approved, they are published on the Office of the Registrar's web site.

[http://www.registrar.uwo.ca/student\\_finances/index.html](http://www.registrar.uwo.ca/student_finances/index.html).

Your Statement of Account can be viewed by signing into the [Student Center](#). View this SGPS page for information on how to find your fee bill in the Student Center.

[http://grad.uwo.ca/current\\_students/student\\_finances/fees\\_tuition.html](http://grad.uwo.ca/current_students/student_finances/fees_tuition.html)

Fee bills and statement of accounts are not mailed out to students. Email notification is sent to your Western email account when your tuition account is available for viewing through the Student Centre. If you require proof of payment or proof of registration, you can print a summary online via the Student Centre.

All fees must be paid as indicated on your Student Center ([student.uwo.ca](http://student.uwo.ca)) account.

- **Internet banking through major Canadian banks is the preferred method of payment. Most graduate students use this method to pay their tuition. Add University of Western Ontario – Tuition to your list of bank payments.** NOTE: There may be differences in how each bank lists the University of Western Ontario as a payee. For more information, visit the following link:  
[http://www.registrar.uwo.ca/student\\_finances/fees\\_refunds/fee\\_payment\\_info\\_for\\_canadian\\_students.html](http://www.registrar.uwo.ca/student_finances/fees_refunds/fee_payment_info_for_canadian_students.html).
- **Your nine digit student number is your account number** for Internet payments.
- Graduate students have the option of paying half (50%) of the tuition plus a \$31.00

- deferred payment charge on the published due date with the balance (50%) in October.
- Students whose fees will be paid by an external sponsor must provide proof of funding for each term to Western Student Services Building, Room 1140F, *before* the tuition deadline to avoid late payment charges. Students are responsible for payment of any fees or penalties not paid by the sponsor.
  - For additional payment methods including how to arrange payment from outside of Canada, please consult:  
[https://registrar.uwo.ca/student\\_finances/fees\\_refunds/fee\\_payment\\_methods/index.html](https://registrar.uwo.ca/student_finances/fees_refunds/fee_payment_methods/index.html)
  - Payments received after the published due date will be assessed a late payment charge.

### FUNDING SOURCES

Students looking for funding sources should check the “Funding” page of the Graduate Programs web site (<https://www.edu.uwo.ca/CSW/my-program/graduate-degrees/funding.html>) as well as the “Financial Support” page of the SGPS web site: [http://grad.uwo.ca/financial\\_support.htm](http://grad.uwo.ca/financial_support.htm).

### UNIVERSITY HEALTH INSURANCE PLAN - UHIP (for international students)

UHIP offers mandatory health insurance coverage for non-Canadian residents and their families. The cost is included in International fees.

For information on UHIP (how to enroll, what is covered, etc.) visit

[https://www.uwo.ca/international/iesc/new\\_students/health\\_care\\_and\\_wellness/university\\_health\\_insurance.html](https://www.uwo.ca/international/iesc/new_students/health_care_and_wellness/university_health_insurance.html).

### ADDRESS/PHONE NUMBER CHANGES

Complete online at <https://student.uwo.ca>. Please also provide the Graduate Programs Office with a daytime contact phone number for cases of emergency (e.g. class cancellation).

## PROGRAM & COURSE REGULATIONS

### DATES & DEADLINES

There are several information sources related to dates and deadlines:

- Emails from the Graduate Programs Office (or other Western staff/faculty);
- Monthly calendars posted on the [“Timetables and Timelines”](#) webpage;
- Announcements posted on the “Current Students” webpage;
- The Graduate Programs website (the [“Forms and Guidelines”](#) page ); and,

- The School of Graduate & Postdoctoral Studies web site <http://grad.uwo.ca/>.

### **COURSE REGISTRATION**

Professional programs operate on a “cohort model,” which means that you are automatically enrolled in your required course each semester. Individual course registration by you is therefore NOT required. If you wish to take an additional course in addition to the graduate course required by the timeline of your cohort, please contact the Graduate Programs Office.

### **ADD/DROP FOR GRADUATE EDUCATION COURSES**

Add/drop is not often required for professional programs students, as students are only enrolled in courses that are mandatory for program completion.

For the fall and winter terms, Add/Drop takes place the first week of classes. For Intersession and Summer Sessions you may add/drop after your first class only due to the condensed schedule of these sessions. Summer On-line follows the same rules as the Fall and Winter terms. All courses in the programs are required and must be completed in sequence.

Students may not drop mandatory courses without an alternative plan for program completion. If there are any issues with your course enrolment, please contact the Graduate Programs Office.

### **GRADES**

Grading criteria for individual assignments will appear on course syllabi. Instructors are responsible for communicating additional grading criteria and time frames in which assignments will be returned. Final grades can be viewed on the Student Centre (<https://student.uwo.ca>). Grades for continuing students are not due until a few weeks into the following term (including the summer, regardless of the session in which you study), and will show in the Student Centre shortly after they are submitted. The Graduate Program Office is not at liberty to provide students with formal or informal final grades.

You must also seek approval from the instructor if you are making course changes for the current term. Ceasing attendance within a course does **not** constitute withdrawing from it.

### **COURSES AT OTHER FACULTIES/INSTITUTIONS**

Graduate students in the Faculty of Education may request permission to take up to two half or one full course in other faculties at Western, or other accredited universities. Provincially and nationally, this is referred to as “(Ontario) Visiting Graduate Student” or “(O)VGS.” Permission must be obtained from each institution or faculty involved. (O)VGS forms can be found on the SGPS web site ([http://grad.uwo.ca/current\\_students/visiting\\_exchange/visiting.html](http://grad.uwo.ca/current_students/visiting_exchange/visiting.html)), and forms to take courses in other Western graduate programs can be obtained by emailing the Graduate Programs Office ([graded@uwo.ca](mailto:graded@uwo.ca)).



### **CONTINUOUS ENROLLMENT & LEAVES OF ABSENCE**

A condition of graduate study is continuous enrollment; students are continuously enrolled (and must be registered in something, whether it be in a course, or in some other degree requirement) until they complete their degree requirements.

Leaves of Absence are generally permitted only for medical or compassionate reasons, and must be approved by the Graduate Programs Office and SGPS. Students who may require leave are strongly encouraged to contact the Graduate Programs Office as soon as possible for information on taking a Leave of Absence. For more information please visit

[https://grad.uwo.ca/academics/leave\\_of\\_absence.html](https://grad.uwo.ca/academics/leave_of_absence.html)

Because the successful completion of each course is required to progress into the next course, students who require a Leave of Absence, course withdrawal, or fail a course, will be required to take a Leave of Absence until the prerequisite course is offered again with the next cohort.

A grade of Incomplete is not supported in any course and will only be approved in exceptional circumstances. An INC can only be carried for one term before the course is deemed a Failure.

### **PRIVACY AND CODE OF CONDUCT WITHIN ONLINE COURSES**

All policies, procedures, codes of behaviour, and rules that relate to privacy and codes of conduct at Western University apply to those using online systems and resources. On behalf of the university, the Faculty of Education takes appropriate measures to ensure the security and safety of information that may be contained by its facilities.

OWL and other software used by the Faculty of Education (such as Mahara and Wordpress) are stored on secure servers on the Western University campus. Any personal information voluntarily disclosed posted on OWL or Mahara will not be shared on the Internet, with employers, or with other members of Western. Personal information shared on social media and cloud applications is the responsibility of the student.

In courses at the Faculty of Education, instructors may include multimedia activities or assignments that ask you to use social media and/or cloud-based applications. Students who have personal concerns or restrictions due to geographic location must contact the instructor immediately to make alternate arrangements.

Please see the Statements of Online Privacy and Conduct and Code of Online Conduct (available in your course site) for more information.

### **ACADEMIC OFFENCES/PLAGIARISM**

Please review the information on the SGPS web site with regard to academic offences, including plagiarism: [http://grad.uwo.ca/current\\_students/regulations/10.html](http://grad.uwo.ca/current_students/regulations/10.html). Plagiarism –

the “act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own.” (Excerpted from Black’s Law Dictionary, West Group, 1999, 7th ed., p. 1170). This concept applies with equal force to all academic work, including theses, assignments or projects of any kind, comprehensive examinations, laboratory reports, diagrams, and computer projects. Detailed information is available from instructors, Associate Deans, or SGPS. Students may consult style manuals held in the University’s libraries (See <http://www.lib.uwo.ca/services/styleguides.html>). Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Western uses software for plagiarism checking. Students may be required to submit their written work in electronic form for plagiarism checking.

Please also see the Western Student Code of Conduct:

<http://www.uwo.ca/univsec/pdf/board/code.pdf>.

### **ACADEMIC INTEGRITY MODULE**

All incoming graduate students are required to complete the School of Graduate & Postdoctoral Studies' Academic Integrity module **before October 31, 2016**. This short module is designed to provide you with the necessary knowledge and resources to abide by academic principles during your graduate career and to help combat scholastic offences. Students are required to complete a 10-question test designed to evaluate their knowledge of academic integrity. Students have an unlimited amount of opportunities to pass the module, and failure to do so will prevent the student from progressing beyond the first term of their degree.

Students can access the module in the [Graduate Student Web Services Portal](#). Instructions regarding access and how to complete the quiz are emailed to students in the first week of the first term.

### **FIPPA/RELEASE OF INFORMATION**

“FIPPA” stands for Freedom of Information & Protection of Privacy Act. This Act bounds many of our processes such as the collection, storage and release of personal information. For example, Graduate Programs Office personnel cannot permit students or faculty behind the counter area of the office due to the personal information that may appear on desks. Office staff are also not permitted to distribute personal information, such as personal phone numbers and addresses, to anyone – including instructors – without prior consent. Office staff members are, however, permitted to distribute such information to other Western staff when it is required for them to do their jobs.

If students wish for an instructor to be able to reach them by means other than a Western email address, students are asked to provide the instructor with this information and/or inform the Office of Graduate Programs. See also Section 1.02 of the Graduate Student Calendar ([http://grad.uwo.ca/section\\_one.htm](http://grad.uwo.ca/section_one.htm)) as well as Western's Privacy web site (<http://www.uwo.ca/privacy/>).

### **CONFLICT RESOLUTION/OMBUDSPERSON**

If students have a University-related problem or concern, please visit the web site for the Office of the Ombudsperson: <http://www.uwo.ca/ombuds/>.

## **COURSES**

### **TERMS**

The academic year is divided into three terms: fall, winter, and summer. The summer term is further sub-divided into the following sessions: intersession online and summer session online. Fall and winter courses run for 12 weeks. Intersession and summer session run for 8 weeks. Students enrolled in courses during these times are expected to be available for the full duration of every course. Please contact your instructor at your earliest convenience if you expect that you will miss some part of your course.

### **TIMETABLES**

Timetables are posted on the Graduate Programs Office's website at:

[https://www.edu.uwo.ca/CSW/my-program/graduate-degrees/timetables\\_etc.html](https://www.edu.uwo.ca/CSW/my-program/graduate-degrees/timetables_etc.html) .

### **COURSE PROGRESSION AND DESCRIPTIONS**

Visit your program page for information on course titles and course progression within your program: <http://www.edu.uwo.ca/graduate-education/index.html> .

### **ASYNCHRONOUS AND SYNCHRONOUS LEARNING**

As an online student, most of your course work will be asynchronous, or self-paced. This means that you are free to access course materials and complete course activities and assignments in your own time and at your own geographic location. However, course instructors will communicate due dates for readings and assignments. You are responsible for meeting all reading and assignment deadlines listed in the course syllabus.

Your instructor may ask students in your course to participate *in synchronous, or "live" session learning*. This requires logging onto the OWL synchronous tool, Collaborate, to meet virtually with others in the course at the same time. More information will be shared with you on synchronous learning expectations (if applicable) within your courses by your instructor.

For online courses, students are required to have access to the following:

- High speed Internet access
- Access to a computer that enables connection to outside websites (flexible firewall restrictions)
- Multimedia playback capabilities (video/audio)
- WebCam
- Computer capable of running a recent version of Internet Explorer, Safari, or Firefox; and/or Cisco MOVI client for PC or Mac
- Audio headset and microphone for computer

### **ACCOMODATIONS**

If you require accommodations in your course, please contact the Services for Students with Disabilities (SSD) <http://www.sdc.uwo.ca/> and/or communicate your needs directly to your instructor. Contact the Graduate Programs Office for more information.

### **RESEARCH IN COURSES AND PROGRAM**

All research with human participants conducted by faculty, staff and students must be approved by a Western University Research Ethics Board before the research begins. Applications for ethics approval for research with human participants must be submitted online through [ROMEO](#) (generally using the Non-Medical form) for consideration by the [Non-Medical Research Ethics Board \(NMREB\)](#). Contact your instructor for more information on research in your course and/or program. Information, tools, and services to support student research are available on the Research section of the Western Education website: <http://www.edu.uwo.ca/research/index.html>

### **TRANSCRIPTS, RECORDS, & LETTERS**

#### **CONDITIONS ON OFFERS OF ADMISSION**

In the case of a Study Permit, fee bills will not be produced, nor will students be registered in courses, until the condition is cleared. In the case of final transcripts, they need to be provided as soon as they are available. Students who have just completed a previous program must wait until the transcript specifies "degree conferred." Please contact the Graduate Programs Office with questions about outstanding admission conditions.

#### **TRANSCRIPTS**

Current and former students can order their transcript in four different ways: in person, by mail, by fax or online. A student's transcript is a confidential document. To ensure student

records are kept secure, the student's signature is required for verification purposes or if ordering online a combination of your student number and Access Code are required before copies of your academic record can be released. For more information, visit this website:

<http://www.registrar.uwo.ca/index.html>

### **OCT RECORD**

Please note that the Graduate Programs Office does not have a reporting relationship with the Ontario College of Teachers (OCT) as the Teacher Education and Continuing Teacher Education Offices do. Once degree requirements, it is the graduate's responsibility to order an official transcript and send it to the OCT for record updating.

### **FORMS & CONFIRMATION OF REGISTRATION LETTERS**

For informal verification letters (i.e. not needing University Seal), please see the Graduate Programs Office. Generally, 48 hours' notice is required. For Statements of Registration, Canada Pension Plan, Orphan's Benefits, Scholarship Voucher/Passport to Education (BC), or forms/letters requiring University Seal, go to Room 1120 Western Student Services Building. Please note that there may be a charge for documents requiring the University Seal.

## **STAYING IN TOUCH/CONNECTING WITH WESTERN**

### **POSTED MAIL**

Posted mail is sent to the mailing address we have on file for you. Please contact the Graduate Programs Office to update your mailing information, and see above to change your mailing address with Western University. To change your address with the university, visit Complete online at <https://student.uwo.ca>.

### **WESTERN EDUCATION'S LIST SERVS**

Western maintains a number of active list-servs to communicate relevant information to you and to the community. Please contact the Graduate Programs Office for more information.

### **WEB AND SOCIAL MEDIA CONNECTIONS**

Stay in touch with the Faculty of Education and Western University through a number of web-based channels to keep you informed about relevant news, stories, events, and activities of interest to you.

Find, bookmark, like, follow, subscribe, and join to connect with Western virtually!

<a href="#">Events Calendar</a>	<a href="#">Western Education</a> Calendar	<a href="#">Western Events Calendar</a>
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<b>Facebook Page</b>	<a href="#">Western University</a> page	<a href="#">Faculty of Education</a> page <a href="#">Graduate Studies, Faculty of Education</a> page
<b>Twitter</b>	<a href="#">Western University</a> Twitter #westernu	<a href="#">Western Education</a> Twitter @westernuEdu
<b>LinkedIn</b>	<a href="#">Western University</a> group	<a href="#">Western Education</a> group

### SGPS NEW GRADUATE STUDENT INFORMATION GUIDE

The School of Graduate & Postdoctoral Studies offers a New Graduate Student Information Guide for all graduate students at Western. It may be located at <http://www.gradpath.uwo.ca/>.

## OFF CAMPUS SERVICES

### LAUNCH PAD FOR STUDENT SUCCESS

#### TECHNOLOGY SUPPORT

Technology supports are available to you. Contact the service providers below for information and trouble-shooting support.

- Faculty of Education’s eLearning and Technology Centre:  
[https://www.edu.uwo.ca/CSW/get\\_support/technology\\_support.html](https://www.edu.uwo.ca/CSW/get_support/technology_support.html)
- Western University’s Information and Technology Services:  
<https://wts.uwo.ca/index.html>
- Campus Computer Store: <http://computerstore.uwo.ca/>

### EDUCATION LIBRARY

The library has a vast collection of fully online academic resources and ordering services. Visit the library website <http://www.lib.uwo.ca/> to search the catalogue and research databases. Check the Education Library's web page <https://www.lib.uwo.ca/education/> for other information. Students may borrow library books with their WesternONE card. For research assistance, contact the Education Librarian ([eduref@uwo.ca](mailto:eduref@uwo.ca)).

### WRITING SUPPORT CENTRE

The Centre offers free comprehensive writing support to students, faculty, staff, and all other members of Western community. Programs and services within the GradWRITE! Program include one-on-one appointment and drop-in services, workshops, and seminars. Information

on this and other services offered by the Centre can be found online at:

[http://www.sdc.uwo.ca/writing/workshops\\_and\\_seminars/gradwrite.html](http://www.sdc.uwo.ca/writing/workshops_and_seminars/gradwrite.html).

### **STUDENT DEVELOPMENT CENTRE**

The Student Development Centre offers a range of supports and services for Western students. Information about these services can be found on the websites below:

- Learning Skill Services: <http://sdc.uwo.ca/learning/>
- Psychological Services: <http://www.sdc.uwo.ca/psych/index.html>
- Services for Students with Disabilities: <https://accessibility.uwo.ca/students/index.html>

### **ON-CAMPUS INFORMATION**

#### **INDIGENOUS STUDENT SERVICES**

Indigenous Services offers a variety of services and programs designed to assist Indigenous students in succeeding at Western. Indigenous Services is located in the Western Student Services Building, Room 2100. Information about services can be found at the website [www.indigenous.uwo.ca](http://www.indigenous.uwo.ca).

#### **INTERNATIONAL STUDENT SERVICES**

Activities, events, and sessions geared towards student success are available through many of Western's student support units. Note that most of these services are available on-campus.

- Teaching Support Centre's International Student Programs: [http://uwo.ca/tsc/graduate\\_student\\_programs/international\\_student\\_programs/index.html](http://uwo.ca/tsc/graduate_student_programs/international_student_programs/index.html)
- Western's English Language Centre: <http://www.englishlanguage.uwo.ca/>
- International Student Centre: <http://www.iesc.uwo.ca/>

#### **COMPUTER LABS/INTERNET ACCESS**

A general drop-in computer lab for students at the Faculty of Education is located in Room 1138 (the eLearning Technology Centre). There is a Graduate-dedicated computer lab (for SPSS, NVIVO, Atlas.Ti software) located in Room 1142, above the cafeteria (please note you will need a keycode for this room, which students can obtain from the Graduate Programs Office). The Education Library also has a small amount of computers available on a first come/first serve basis. Users require an active Western username and password to login to the computers on campus. Computer labs (known as GenLabs) are available in HSB13, HSB14 & HSB16, NCB105, SH1310, SSC1000, SSC1012 & SSC1032, and the Taylor Library.

Contact the IMPACT Group (Western Education's technology support services) for more information on computer labs, technology, and software available to you.

[https://www.edu.uwo.ca/CSW/get\\_support/technology\\_support.html](https://www.edu.uwo.ca/CSW/get_support/technology_support.html)

### **PRINTING/PHOTOCOPYING**

Printing can occur from any of the computers in the labs mentioned above. Photocopying is available only in Room 1138. Copying/printing costs must be paid for prior to printing. Payment for copying/printing can be made to the staff in the eLearning Technology Centre in Room 1138 and will be accepted in increments of 5.00 (or exact change if smaller). Copying/printing can also be facilitated by the Bookstore near the building or in the Education Library, but students will need to consult with those operations for costs.

### **EDUCATION STAFF/FACULTY MAILBOXES**

If students need to leave something for a staff or faculty member, please take it to the Graduate Programs Office, Room 1131.

### **GETTING AROUND**

The following link takes you to a number of campus maps:

<http://www.uwo.ca/about/visit/maps.html>. This page also contains information about visitor parking, driving directions to Western, accessibility, housing, wireless coverage, campus recreation and campus safety.

### **BUILDING ABBREVIATIONS:**

For a complete listing of campus buildings please consult the online Western Directory available here: <http://www.uwo.ca/westerndir/help/buildings.html>

### **PARKING**

Parking at the Faculty of Education requires an hourly payment or a monthly pass. Monthly parking passes must be obtained at Room 4150 in the Support Services Building (open Monday to Friday from 8:30am to 4:30pm). Parking permits are transponders that activate electronic gates. Parking information and rates can be located at [www.uwo.ca/parking](http://www.uwo.ca/parking). Student cards are required for a transponder pickup.

### **BUS PASS**

The feedback that we have received to date from students was unanimous in having ancillary fees reduced. As such we advocated for students and had the ancillary fees lessened. The Society of Graduate Students (SOGS) bus pass has been removed as the majority of students do not live within the London area and are not required to come to campus as it is a fully online program.

### **STUDENTS OF GRADUATE STUDIES (SOGS) COUNCILLORS**



A request will be sent via email in September for volunteers who will attend monthly meetings and represent Graduate Education students on the SOGS council. Nomination forms can be found at <https://sogs.ca/documents/>.

### **ACCESSIBILITY**

Western University is committed to achieving barrier-free accessibility for persons with disabilities who study, visit, and work at Western. As part of this commitment, there are a variety of services, groups and committees on campus devoted to promoting accessibility and to ensuring that individuals have equitable access to services and facilities. For information accessibility-resources available at Western, please visit the Accessibility at Western website at: <http://accessibility.uwo.ca/floorplans/campus.pdf> may be of assistance in locating accessible routes between buildings on campus. For accessibility arrangements at the Faculty of Education building, please contact Colin Couchman at [ccouchma@uwo.ca](mailto:ccouchma@uwo.ca).

### **OTHER STUDENT SERVICES**

#### **OFF CAMPUS HOUSING**

Visit <http://offcampus.uwo.ca/> to view postings.

#### **TRAVEL CUTS**

To obtain an AIESEC card, proof of full-time enrolment must be provided. Either a valid LTC bus pass or a Detailed Statement of Account indicating paid tuition and full-time enrollment can be accepted.

#### **GREYHOUND**

To receive a student discount, a student card and proof of enrollment is required. Students can print from their Detailed Statement of Account as proof of full time enrollment.

#### **VIA RAIL**

Students wishing to receive a discount from VIA must provide their AIESEC card.

## IMPORTANT CONTACTS:

Western University switchboard: (519) 661-2111 \*must be dialed in order to enter a 5-digit extension.

### Graduate Programs Office:

Location: FEB 1131

Address: Graduate Programs  
Faculty of Education  
University of Western Ontario  
1137 Western Road  
London, ON N6G 1G7

Office Hours: 8:30 am-4:30 pm, Monday-Friday

Phone: 519-661-2099

Fax: 519-661-3029

E-Mail: [graded@uwo.ca](mailto:graded@uwo.ca)

Web: <http://www.edu.uwo.ca/graduate-education/index.html>

### School of Graduate and Postdoctoral Studies

Location: International and Graduate Affairs Building  
Western University  
1151 Richmond Rd.  
London, ON Canada N6A 3K7

Office Hours 9:00 am-4:00 pm

Phone: 519-661-2102

Fax: 519-661-3730

E-Mail: [gradinfo@uwo.ca](mailto:gradinfo@uwo.ca)

Web: <http://grad.uwo.ca>

### Office of the Registrar

Location: Room 1120, Western Student Services

Phone: 519-661-2100

Fax: 519-850-2590

E-Mail: [contact.@uwo.ca](mailto:contact.@uwo.ca)

Web: [www.registrar.uwo.ca](http://www.registrar.uwo.ca)

### ITS (Computer, Email, OWL Sakai help, main campus)

Location: Support Services Building

Phone: 519-661-3800

Webform: <http://itshelp.uwo.ca>

Web: [www.uwo.ca/its](http://www.uwo.ca/its)

### Society of Graduate Students (SOGS)

Location: Room 260, University Community Centre

Phone: 519-661-3394

Fax: 519-661-3374

E-Mail: [sogs@uwo.ca](mailto:sogs@uwo.ca)

Web: [www.uwo.ca/sogs](http://www.uwo.ca/sogs)

### Western Directory:

<http://www.uwo.ca/westerndir>

(search staff, faculty or students)

### Faculty of Education

Web: [www.edu.uwo.ca](http://www.edu.uwo.ca)

### Media and Information Services Office (MIS)

at the eLearning and Technology Centre (ETC)

Location: Room 1138 FEB

Phone: 519-611-2111 ext. 84839

E-Mail: [edu.tech.support@uwo.ca](mailto:edu.tech.support@uwo.ca)

### Education Library

Phone: 519-661-3172

E-Mail: [eduref@uwo.ca](mailto:eduref@uwo.ca)

Web: [www.lib.uwo.ca/education](http://www.lib.uwo.ca/education)

### Education Research Office

Location: FEB 1163

Phone: 519-661-2111 x 88068

Fax: 519-661-3095

### Student Development Centre

Location: Room 4111, Western Student Services

Phone: 519-661-3031

Web: [www.sdc.uwo.ca](http://www.sdc.uwo.ca)

*Areas: Career Centre, Writing Support Centre, Indigenous Services, International Student Services, Learning Skills Services, Psychological Services, Services for Students with Disabilities.*

### Other Websites

Student Centre: <https://student.uwo.ca>

Campus Maps: [www.geography.uwo.ca/campusmaps](http://www.geography.uwo.ca/campusmaps)

Human Resources: <https://myhr.uwo.ca>

Bookstore: [www.bookstore.uwo.ca](http://www.bookstore.uwo.ca)

OWL Sakai: <http://owl.uwo.ca>

Office of the Ombudsperson:

<http://www.uwo.ca/ombuds>

Housing-UWO: [www.has.uwo.ca/housing](http://www.has.uwo.ca/housing)